

**INSURANCE DEPARTMENT
JOB OPPORTUNITY
SUMMER WORKER
COMPUTER SERVICES SUPPORT UNIT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 153 Market Street, Hartford, CT 06103

Job Posting No: 101587

Hours: 40 hours per week (note, will only be paid for hours worked)

Salary: \$11.00 hourly

Closing Date: May 31, 2012

The Connecticut Insurance Department is recruiting for a Summer Worker position assigned in our Computer Services Support Unit. This is a temporary full-time position with a start date of July 2, 2012 through October 1, 2012.

Duties include: Assist with installing computer software, PC updates, help desk service, purge old PC's before surplus. Perform related duties as required.

Knowledge, Skills and Ability: knowledge of functioning and use of information systems; knowledge of major concepts and terms used in the information technology profession; interpersonal skills; logic and analytical skills; ability to follow oral and written instructions; basic knowledge of Windows 7 and Windows XP, and MS Office.

Application Instructions: Interested candidates must submit a cover letter, a resume, and a signed State of Connecticut Application Form for Examination and Employment (CT-HR-12), which may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION: Please forward your completed application package by the closing date of May 31, 2012 to:

Carmen Hernandez, Human Resources Assistant
Connecticut Insurance Department
P.O. Box 816, Hartford, CT 06142-0816

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

Fax: (860) 297-3836 / E-Mail: carmen.b.hernandez@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities